



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	August 25, 2015	Grade Range:	CL 23-01 to CL 24-61
Job Announcement No.:	2015-44	Salary Range:	\$34,685- \$62,434
No. of Vacancies:	One	Closing Date:	Tuesday, September 8, 2015
Position Title:	Operations Clerk		

To apply: Applicants must submit a cover letter, resume and application to the Human Resources Department by Tuesday, September 8, 2015. For further information, please see directions under "Notice to Applicants" listed below.

***This is a career ladder position with promotional potential to a CL-24.**

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for an Operations Clerk. This position is located in the office of the Clerk of the Court and reports directly to the Operations Supervisors.

POSITION DUTIES AND RESPONSIBILITIES

- Assist the public in person at the counter, by telephone and fax by answering case related inquiries in a customer friendly manner.
- Coordinate incoming documents and channel to proper destinations.
- Provide files or copies of documents upon request, scan documents, file paper documents, audit electronic filings and provide feedback to customers.
- Mail pickup and delivery, sorting and metering mail.
- Monitor access to court records to maintain and secure documents.
- Prepare documents for shipping to the Federal Records Center and coordinate retrieval of documents upon request.
- Interface with the public and other court employees in providing files or copies of court documents.
- Issue all civil processes, verify judgments, ensure all filings and motions conform to federal and local rules of practice.
- Verify that attorneys are admitted to practice before the court.
- Cashiering and collecting fees, receiving cash and checks for bonds, fines, etc. and daily balancing of monies collected, all while complying with internal controls.
- Assign new civil and criminal cases.
- Performs other duties assigned.

The incumbent should be skilled in using applicable automated systems and must be comfortable in counting large sums of money.

JOB REQUIREMENTS AND QUALIFICATIONS

Office skills such as record keeping, sorting, distributing mail, filing, photocopying, and typing of 25 wpm are desirable. The ability to lift boxes in excess of 40 pounds is a regular function of the position. Excellent customer service skills, verbal and written communication skills, maintaining confidentiality and working in a team setting are required. Previous cashiering experience is preferred, experience with personal computers and software applications such as Word, WordPerfect, Excel and Lotus Notes are required. A general knowledge of federal criminal and civil procedural rules is desirable. A general knowledge of the purpose and content of the documents filed in the court, ability to determine the sequence of their use, their content, and the rules of acceptability is desirable. The incumbent must be able to meet deadlines in an accurate and efficient manner, have strong customer service skills with the ability to provide clear and detailed oral and written instructions. Previous experience in banking, real estate and/or insurance fields may be substituted for legal experience and considered as specialized experience. Perform other duties as assigned. College degree is desirable.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at a CL 23, applicants must have a high school diploma or equivalent and two years of general experience. To qualify at a CL 24, applicants must have one year of specialized experience equivalent to work at CL-23. Candidates must have one year of experience at the next lower classification level. **Specialized experience is:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EMPLOYEE BENEFITS

Benefits information may be viewed at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx

NOTICE TO APPLICANTS

Applicants must submit a cover letter, resume, and application to the Human Resources Department by September 8, 2015.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Job announcements and employment applications may be obtained by visiting our web site at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx. Please send your application and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674.

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.